

**OFFICE of FAITH-BASED and COMMUNITY INITIATIVES**

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Mitchell E. Daniels, Jr., *Governor* • Isaac E. Randolph, Jr., *Executive Director*

# NOTICE OF FUNDING AVAILABILITY



## HARDEST HIT FUND VOLUNTEER SERVICE PROGRAM

*With financial support from*



**Indiana Housing & Community Development Authority**

*In partnership with the* **Indiana Department of Workforce Development**

# REGION 10

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Clark, Crawford, Floyd, Harrison, Scott, and Washington Counties

RELEASED: **Tuesday, March 15, 2011**

## DATES

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Applications are due **Thursday, April 7, 2011**, at 5:00 p.m. Eastern Time. The successful applicant will be notified through a letter of commitment on or before Friday, April 15, 2011.

A technical assistance webinar will be held on Tuesday, March 22, 2011, from 10:00 a.m. to 11:30 a.m. Eastern Time. To Register: <https://www2.gotomeeting.com/register/911887866>  
To join the conference call, please dial (800) 992-0185. The access code is 6598172#. The Webinar ID is 911-887-866.

### System Requirements

**PC-based attendees** – Required: Windows® 7, Vista, XP or 2003 Server

**Macintosh®-based attendees** – Required: Mac OS® X 10.4.11 (Tiger®) or newer

## OVERVIEW

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Indiana enjoys a rich tradition of Hoosiers working together to help themselves and their communities. In that spirit, the mission of the Office of Faith-Based and Community Initiatives (hereafter “OFBCI”) is to: **connect** organizations and communities to grants, services and each other; **promote** volunteerism and service to improve the lives of Hoosiers; **encourage** public and private resources to seed and sustain innovative and high quality community- and faith-based initiatives; and **highlight** the good works of individuals and communities with best practices and innovative models.

For more than fifteen years, the OFBCI – and its predecessor agency the Indiana Commission on Community Service and Volunteerism – through AmeriCorps\*State and Learn and Serve America (community-based) programs – has partnered with Indiana’s volunteer centers to engage Hoosier volunteers in a multitude of community nonprofit organizations, faith-based groups, schools, and local agencies to meet needs in disaster services, economic opportunity, education, environmental stewardship, family support services, healthy futures, veterans and military families, and other critical areas.

## I. FUNDING OPPORTUNITY DESCRIPTION

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### A. What is the purpose of the Hardest Hit Fund Volunteer Service Program?

The OFBCI’s purpose is to maximize the power of service and volunteering to improve lives in communities across our state. It is precisely because of this focus that the Indiana Housing and Community Development Authority (hereafter “IHCD”) elected to collaborate with the OFBCI on the Hardest Hit Fund Volunteer Service Program (hereafter “HHFVSP”). This three-year program is financed through the United States Department of the Treasury. The Indiana Department of Workforce Development (hereafter “IDWD”) is also a partner in this endeavor.

The objective of the HHFVSP is to provide an unemployment bridge program to assist homeowners throughout the state to avoid foreclosure resulting from the loss of income due to

layoff, reduction in force, or other job loss through no fault or neglect of the employee. The program will offer qualified participants a monthly benefit to cover a portion of their first mortgage and related expenses while the individual seeks new employment.

#### **B. Who may qualify for HHFVSP assistance?**

The targeted population for the HHFVSP is low- to moderate-income homeowners in any county in Indiana. Homeowners in the 46 counties classified as “hardest hit” will be eligible for 18 months of assistance (Please refer to the map on page 11.). Qualifying homeowners in the remaining counties may receive up to 12 months of support.

Participants (or borrowers) must meet the following criteria to qualify:

- Unemployed and eligible for unemployment insurance;
- Engaged in approved training, education, or structured volunteer work;
- Enrolled in a Indiana Foreclosure Prevention Network (hereafter “IFPN”) counseling program; and
- Own only one home.

Other considerations apply. For example, veterans and military personnel (active or reserve) will receive priority over all other applicants.

Potential HHFVSP participants will meet with IFPN counselors, who will conduct intake assessments and eligibility screenings.

#### **C. What role does volunteerism play?**

As noted earlier, qualified HHFVSP participants are expected to engage in one or more of the following:

- Job training programs through the state’s network of WorkOne centers; or
- Educational programs through the Indiana Vocational Technical College or the Indiana University system; or
- Structured volunteer activities.

The State estimates that the vast majority of eligible applicants will participate in a structured volunteer activity. The estimated three-year total of volunteers is expected to range from 10,000 to 13,000 Hoosiers.

In the case of this Notice of Funding Availability, the OFBCI will award 12 *regional* grants to an existing volunteer center or other groups with significant volunteer management experience. Selected grant recipients will administer the program at the regional level. Responsibilities will include, but are not necessarily limited to, the recruitment of eligible community and faith-based nonprofits in need of volunteers, certification of volunteer hours, programmatic assessments (specifically progress towards selected program measures), volunteer training, fiscal administration and oversight. The OFBCI will award grants on a competitive basis. To

maximize resources, the OFBCI advises volunteer groups within a given region to collaborate on this project by supporting a single applicant and fiscal agent for this grant.

#### **D. What are the 2011 funding priorities?**

In keeping with the OFBCI's philosophy that community needs are best identified and met at the local level, applicants may focus HHFVSP structured volunteer activities in one or more of the following priority areas: **Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Family Support Services, Healthy Futures, Veterans/Military Families**, and other critical issues areas.

The OFBCI strongly encourages grant recipients and their partners to select one or more program measures for each priority category selected in the grant application. Performance measures demonstrate the aggregated impact of HHFVSP participants' volunteer activities. Due to the firm timeline for the implementation of this initiative, the OFBCI requests that applicants choose from the list of metrics associated with the priority categories (Please refer to the **Program Measures** in the application instructions.).

## **II. AWARD INFORMATION**

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#### **A. How much funding is available?**

Subject to the availability of appropriations, the OFBCI will award one grant per region up to the amounts listed in the attached HHFVSP Regional Allocation Tables.

#### **B. What organizations are eligible for funding?**

Volunteer centers are the chief target of this *Notice*. However, public or private nonprofit organizations, faith-based and other community organizations; institutions of higher education; government entities such as cities or towns; partnerships and consortia; and intermediaries are eligible to apply. However, these applicants must demonstrate significant experience in managing large-scale volunteer programs. Organizations (or their leadership) that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*.

## **III. RESPONSIBILITIES OF THE RECIPIENT ORGANIZATION**

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The principal responsibilities of the recipient organization include, but are not limited to, the following:

- **Recruitment of *high quality* nonprofit organizations (secular and non-secular) with the capability to offer meaningful service opportunities to HHFVSP participants.** HHFVSP participants are required to volunteer 40 hours per month for the duration of their enrollment in the program. An HHFVSP participant may serve in multiple organizations in an effort to complete their required service hours. If an HHFVSP participant is currently engaged in volunteer activities at an eligible entity, then the participant may request the inclusion of the eligible entity into the HHFVSP program. Moreover, HHFVSP participants **must** have access to service opportunities in their

county of residence. HHFVSP participants may not choose their own service providers. It is recommended that communities take advantage of this initiative by encouraging local nonprofits to employ HHFVSP participants in such a way that assists agencies and groups with the completion of strategic tasks, which otherwise might not have been initiated. When possible the service rendered by HHFVSP participants should have the greatest impact on the end-users or community beneficiaries. Service on organizing committees, boards, etc. do not qualify as a volunteer opportunity.

- **Certification of HHFVSP participant volunteer hours.** This initiative is funded by the United States Department of the Treasury. As such, participating agencies must adhere to strict guidelines with regards to the verification and certification of HHFVSP participant hours served.
- **Conduct criminal history background checks on HHFVSP participants who serve vulnerable populations.** Vulnerable populations include individuals aged 55 and older, children under the age of 18, and those with mental or physical disabilities.
- **Measure the progress of contracted performance outcomes.** The recipient must provide monthly reports on the number verified and certified HHFVSP participant hours served as well as Periodic Expense Report (PER). The recipient organization must compile, analyze, and report performance data on a semi-annual basis. Further guidance is noted in the HHFVSP Program Guidelines.
- **Train HHFVSP participants on the fundamentals of voluntary service, including the general expectations of a volunteer.** Furthermore, the OFBCI promotes the idea of making available professional development (resume writing, skills development, etc.) and networking opportunities to HHFVSP participants.
- **Administer and oversee all aspects of the program.** The recipient organization will enter into partnership agreements with host sites, reimburse county partners in a timely manner for eligible incurred expenses, ensure that program standards are met in accordance with federal and state laws, rules, and regulations, including those governing the HHFVSP initiative, account for program expenditures and reimbursements, and collect and house support documentation.

## IV. MATCH AND EXPENDITURE REQUIREMENTS.

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This initiative does not require a match. This is a cost reimbursement grant. The OFBCI reserves the right to reallocate funds based on enrollment in the HHFVSP program in a given county or counties. This is especially true for years two (2) and three (3).

All expenses should be reasonable, allowable, and allocable. Expenditures are subject to United States Office of Management and Budget (OMB) Circulars, Generally Accepted Accounting Principles (GAAP), and HHFVSP program regulations. Acceptable expenditures include, but are not limited to, the following:

- Personnel and personnel benefits (time spent in support of the HHFVSP program)

- Transportation (Transportation is limited to site visits and costs incurred to transport HHFVSP participants to volunteer sites.)
- Equipment (An applicant's proposed equipment expenditures will be approved or denied on a request basis. Please do not request items such as digital cameras, LCD projectors, etc. Equipment purchases [within reason] of items such as safety equipment, shovels, rakes, etc. for the benefit of large-scale programs may be acceptable depending on the item(s) intended use.)
- Criminal history background checks for HHFVSP participants
- Advertising and marketing
- Training (General volunteer management trainings, professional development and networking opportunities, including the costs of trainers, consultants, and speakers. Food at these events is acceptable, but must be within reason.)
- Reimbursement to host/partner nonprofit agencies for costs incurred to manage and oversee volunteers.
- General administration (Costs may include utilities, rent, telephone/internet, etc. and based on a Cost Allocation Plan)

The recipient agency may claim no more than ten percent (10%) of the total regional allotment for direct and/or indirect expenses for managing the program. The recipient agency may choose to sub-grant each county's share to the principal volunteer center representing that county. However, the recipient organization is still responsible for all reporting and oversight.

## V. APPLICATION AND SUBMISSION INFORMATION

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### A. How to Apply

Organizations that wish to apply must complete and submit the application by the date noted on page one of this *Notice*. The application and instructions are attached. Applications may be hand delivered, mailed, or couriered to the following address:

**Office of Faith-Based and Community Initiatives**  
 ATTN: HHFVSP Grant  
 302 West Washington Street  
 Indiana Government Center – South Complex, Room E-012  
 Indianapolis, Indiana 46204

You may also send an electronic copy of the application packet via e-mail to [ccraig@ofbci.IN.gov](mailto:ccraig@ofbci.IN.gov). The OFBCI **will not** accept faxed copies.

### B. Notice of Intent to Apply

Applicants are encouraged to send an e-mail by **Monday, March 28, 2011** to [ccraig@ofbci.IN.gov](mailto:ccraig@ofbci.IN.gov) stating intent to apply. Please note "HHFVSP Grant – Intent to Apply" in the subject line.

Although submission of the Notice of Intent is not mandatory, submitting it will help the OFBCI plan more efficiently for external and internal review. Include the name of the applicant organization, address, contact person, email address, and telephone number in the Notice of Intent.

### **C. Late Applications**

The OFBCI **will not** consider an application after the deadline. Due to the short time frame, the application must be **received** on the date and by the time noted on page one.

**Please do not submit supplementary materials such as videos, brochures, photographs, or any other item not requested in these application instructions. The OFBCI will not review or return them.**

## **VI. APPLICATION REVIEW INFORMATION**

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### **A. What is the selection process for these grants?**

In evaluating applications for funding reviewers will assess program design, organizational capability, cost-effectiveness and budget adequacy. The OFBCI may employ additional factors not listed in this *Notice*.

### **B. What is the selection criteria?**

Each application must clearly describe a project that will effectively deploy HHFVSP participants to solve a significant community issue or enhance a community's assets.

#### ***Program Design. (50%)***

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements: (1) the problem(s)/challenges identified, (2) the solution that will be carried out by HHFVSP participants, (3) the ways in which HHFVSP participants are particularly well suited to deliver the solution, and (4) the anticipated outcomes. Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified problem exists in the targeted community(ies).
- Demonstrates that HHFVSP participants will:
  - Have the appropriate backgrounds, qualifications and skills to succeed;
  - Receive orientation, training, and supervision to ensure impact in the community, and the necessary support to have a high-quality service experience.
- Makes the case that engaging HHFVSP participants is a highly effective means of solving the identified community problem.
- Describes how the activities in which HHFVSP participants engage will have a measurable impact on the identified community problem.



### ***Organizational Capability (25%)***

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the necessary partnerships to implement the program and to demonstrate community stakeholder support.
- The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.
- Current or previous OFBCI/ICCSV recipients fulfilled their grant obligations.

### ***Cost Effectiveness and Budget Adequacy (25%)***

For cost-reimbursement grants, reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.

#### **C. How long will the process take?**

The OFBCI anticipates that processing and selecting applications for funding will require not more than five (5) business days from the receipt of the application.

## **VII. AWARD ADMINISTRATION INFORMATION**

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### **A. When will grants be awarded?**

As noted previously, the successful applicant will be notified through a letter of commitment on or before **Friday, April 15, 2011**. The grant award and any exhibits will be sent to the recipient on or before **Tuesday, April 26, 2011**.

### **B. What documents govern the grant?**

The HHFVSP Program Guidelines will be issued with the Grant Agreement and incorporated by reference therein.

### **C. What is the Project/Award Period?**

In the case of the HHFVSP Grant, the OFBCI will make awards for a period of three (3) years, with funding in annual increments. Recipients will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance. **The project will commence on TUESDAY, APRIL 26, 2011 and conclude on TUESDAY, DECEMBER 31, 2013.**



## VIII. AGENCY CONTACTS

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Please send all inquiries to Carey W. Craig, *Chief Operating Officer*, at [ccraig@ofbci.IN.gov](mailto:ccraig@ofbci.IN.gov). A response will be given within one business day.

HHFVSP REGIONAL ALLOCATION TABLES

REGION	COUNTY	ANTICIPATED PARTICIPANTS YEAR 1	ANTICIPATED PARTICIPANTS YEAR 2	ANTICIPATED PARTICIPANTS YEAR 3	PROGRAM SUPPORT YEAR 1	PROGRAM SUPPORT YEAR 2	PROGRAM SUPPORT YEAR 3	TOTAL PROGRAM SUPPORT	TOTAL C.H. BACKGROUND CHECKS	C.H. CHECKS YEAR 1	C.H. CHECKS YEAR 2	C.H. CHECKS YEAR 3
10	CLARK	274	164	192	\$ 15,818	\$ 9,468	\$ 11,084	\$ 36,369	\$ 1,955	\$ 850	\$ 509	\$ 596
	CRAWFORD	24	14	17	\$ 1,386	\$ 808	\$ 981	\$ 3,175	\$ 171	\$ 74	\$ 43	\$ 53
	FLOYD	178	107	125	\$ 10,276	\$ 6,177	\$ 7,216	\$ 23,669	\$ 1,272	\$ 552	\$ 332	\$ 388
	HARRISON	60	36	42	\$ 3,464	\$ 2,078	\$ 2,425	\$ 7,967	\$ 428	\$ 186	\$ 112	\$ 130
	SCOTT	73	44	51	\$ 4,214	\$ 2,540	\$ 2,944	\$ 9,699	\$ 521	\$ 226	\$ 137	\$ 158
	WASHINGTON	69	41	48	\$ 3,983	\$ 2,367	\$ 2,771	\$ 9,121	\$ 490	\$ 214	\$ 127	\$ 149
TOTALS		678	406	475	\$ 39,140	\$ 23,438	\$ 27,421	\$ 90,000	\$ 4,837	\$ 2,103	\$ 1,260	\$ 1,474

## MAP OF 46 HARDEST HIT COUNTIES

